



परमाणु ऊर्जा शिक्षण संस्था
(भारत सरकार के परमाणु ऊर्जा विभाग का स्वायत्त निकाय)



ATOMIC ENERGY EDUCATION SOCIETY

(An autonomous body under Department of Atomic Energy, Govt. of India)

AEES/10(1)/Vig/APAR-2018-19/C-457

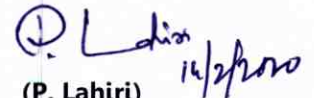
17th February, 2020

**Sub: Annual Performance Assessment Report (APAR) for the
assessment period 2019-20**

This is with reference to assessing the performance of staff members of AEES by the Reporting/ Reviewing and countersigning authorities for the assessment year 2019-20.

2. Heads of AEC Schools/JC are requested to download the prescribed APAR formats stipulated for various categories of staff members from AEES website: www.aees.gov.in to assess the performance of the staff working directly under their control for the assessment year 2019-2020 (01.04.2019 to 31.03.2020).
3. After downloading the said APAR formats, it is requested to make necessary arrangements to have sufficient photocopies of the same at their end for distribution among the staff members working under their control for self appraisal.
4. On receipt of self appraisal reports from the staff members in the prescribed APAR formats for the assessment year 2019-20, the concerned Reporting and Reviewing Officers are requested to assess the performance of all the staff members working under their control as per the existing guidelines. (Please refer AEES website : www.aees.gov.in for existing guidelines)
5. While assessing the APARs, all the Reporting and Reviewing Officers are requested to give strict compliance to the guidelines issued by the Department of Personnel Training from time to time.
6. The schedule for completion of all activities for preparation/completion of APARs 2019-20 by the Reporting and Reviewing Officer is given in Annexure-I. In respect of the staff members who are/were allotted time table for Classes X & XII for the academic year 2019-20, their duly assessed APARs by Reporting & Reviewing Officers be forwarded to this office **within 30 days** after declaring the respective Board results.
7. **The Chairman, Local Management Committee of AECSS/JC will give overall final grading and remarks in respect of APARs of Teaching staff members (i.e. Proforma-II) on the basis of Reporting and Reviewing Officers' assessment (Annexure-II)**
8. Heads of AEC Schools/Jr. colleges are requested to maintain the time schedule as given in Annexure-I to forward the duly filled in APARs of all the officials working under their control during the assessment period 2019-20 to Central Office, AEES latest by **31.07.2020**.

Encl: Annexure I & II.


(P. Lahiri)
Secretary

All Chairmen, LMCs of AECSS/JC
All Heads of AECSS/JC

**Time schedule for preparation/completion of
APARs 2019-20**

Sl No	Activity	Date by which to be completed
1	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given)	31.03.2020
2	i) Submission of self-appraisal to Reporting Officer by the Officer to be reported upon	→ 15.04.2020
	ii) Teachers who are allotted time table for Class X & XII for the academic year 2019-20.	→ Within 15 days after declaration of board result.
3	Submission of report by Reporting Officer to Reviewing Officer	30.06.2020
4	Report to be completed by Reviewing Officer & Chairman LMC and to be sent to Central Office	31.07.2020
5	Appraisal by Countersigning Authority, wherever provided	31.08.2020
6	(a) Disclosure to the officer reported upon where there is no Countersigning Authority	01.09.2020
7	(b) Disclosure to the officer reported upon where there is Countersigning Authority.	15.09.2020
8	Receipt of representation, if any, on the APAR	15 days from the date of receipt of communication
9	Forwarding of representations to the Appellate Authority	
	(a) Where there is no Countersigning Authority for APAR.	21.09.2020
10	(b) Where there is Countersigning Authority for APAR.	06.10.2020
11	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
12	Communication of the decision of the Competent Authority on the representation by the APAR cell	15.11.2020
13	End of entire APAR process, after which the APAR will be finally taken on record	30.11.2020

**Details of Reporting, Reviewing, Countersigning Authorities in respect of staff members of AEES
(Teaching/ Non-teaching/ Administrative & Accounts/ Auxiliary Staff)**

I. Teaching Staff posted in Academic Unit, Central Office, AEES					
Sl. No.	Category	Reporting Officer	Reviewing Officer	Remarks of recommendation	Countersigning Officer
(1)	(2)	(3)	(4)		(5)
1	Principal & Head, Academic Unit	Secretary, AEES	Chairman, AEES	-----	-----
2	Deputy Head, Academic Unit	Principal & Head, Academic Unit	Secretary, AEES	-----	Chairman, AEES
3	Members of Academic Unit	Deputy Head Academic Unit	Head Academic Unit	Secretary, AEES	Chairman, AEES

II. Administrative and Auxiliary Staff posted in Academic Unit, Central Office, AEES				
Sl. No.	Category	Reporting Officer	Reviewing Officer	Countersigning Officer
(1)	(2)	(3)	(4)	(5)
1	Junior Hindi Translator	CAO	Secretary, AEES	-----

III. Principal/Vice-Principal(I/c)/Vice-Principal/HMs in AEC Schools/Junior Colleges					
Sl. No.	Category	Reporting Officer	Reviewing Officer	Remarks of recommendation	Countersigning Officer
(1)	(2)	(3)	(4)		(5)
1	Principal & Vice-Principal (I/c)	Chairman, LMC	Secretary, AEES	-----	Chairman, AEES
2	Vice-Principal	Principal	Chairman, LMC	-----	Secretary, AEES
3	Headmaster/ Headmistress	Vice-Principal/ Vice-Principal (I/c)	Principal/ Vice-Principal (I/c)	Chairman, LMC	Secretary, AEES

IV. Teaching staff posted in AEC Schools/Junior Colleges						
Sl. No.	Category	Reporting Officer	Reviewing Officer	Remarks of recommendation	Endorsement of Chairman, LMC	Countersigning Officer
1	PGT/TGT (Scholastic & Non-Scholastic) /Special Educator	Vice-Principal/ Vice-Principal (I/c)	Principal/ Vice-Principal (I/c)	-----	Chairman, LMC	Secretary, AEES
2	Librarian (Junior/Senior)	Vice-Principal/ Vice-Principal (I/c)	Principal/ Vice-Principal (I/c)	-----	Chairman, LMC	
3	PRT & Preparatory Teacher	Headmaster/ Headmistress	Vice-Principal	Principal	Chairman, LMC	

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V. Administrative/Accounts & Auxiliary Staff of Central Office, AEES			
SL.No.	Category	Reporting Officer	Reviewing Officer
(1)	(2)	(3)	(4)
1	Chief Admn. Officer	Secretary, AEES	Chairman, AEES
2	Admn. Officer-III	} CAO, AEES	Secretary, AEES
3	Accounts Officer		
4	Admn. Officer-II		
5	Asstt. Administrative Officer		
6	Asst. Accounts Officer	Accounts Officer	CAO, AEES
7	Asstt. Accountant	Asstt.Accts.Officer	Accounts Officer
8	Assistant	Admn.Officer-II/ Asstt.Admn.Officer	CAO, AEES
9	Private Secretary	-----	Chairman, AEES
10	Sr.Clerk/JDC/LDC	CAO/Admn. Officer-II/ Admn. Officer-III/ Asstt. Admn.Officer/ Asstt.Accts.Officer	CAO/ Accounts Officer, AEES
11	Driver attached with Chairman /Administration	Admn. Officer-III	CAO, AEES
12	Sr. Work Assistant/ Work Assistant (Grade-A, B, C)	Admn. Officer-III	CAO, AEES

VI. Administrative/Accounts & Auxiliary Staff posted in Schools/JC

SL.No.	Category	Reporting Officer	Reviewing Officer	Countersigning Officer
(1)	(2)	(3)	(4)	(5)
1	i) Asstt. Accountant/ Assistant ii) Senior Clerk iii) UDC iv) LDC	Vice-Principal/ Vice-Principal (I/c)	Principal/ Vice-Principal (I/c)	-----
2	Laboratory/Library Assistant	Concerned teacher (I/c)/Concerned Laboratory/ Library In-charge	Principal / Vice-Principal (I/c)/ Vice-Principal	-----
3	Sr. Work Assistant/ Work Assistant attached to Lab (Grade-A, B, C)	Concerned teacher (I/c)/Concerned Laboratory In-charge	Principal / Vice-Principal (I/c)/ Vice-Principal	-----
4	Senior Work Assistant/ Work Assistant (Grade-A, B, C)	Vice-Principal/ Vice-Principal (I/c)	Principal/ Vice-Principal (I/c)	-----
